



Media Reports

Media reports are used to send fair results to newspapers in the area. Reports can be printed or a file can be e-mailed to the newspaper. Two types of media reports are available: a complete fair report and a user-defined report.

Complete Fair Report

1. Click **Go to > Results > Media Reports > Complete Fair Report**. See Figure 1

The screenshot shows a web interface for generating media reports. At the top, there are several tabs: 'Instructions', 'Report Level', 'Exb Type', '# Awards', '# Placing', 'Placing Type', 'Includes', 'Sorting', and 'Destination'. Below the tabs, a message states: 'To activate the (Process / Print) button, at least one item must be selected under each tab.' On the left, the text 'Media Reports...' is displayed in blue. A note on the right says: 'Note: When the report has finished processing, you can click the '# Awards' and '# Placing' tabs to see the award and placing counts.' On the right side, there are four buttons: 'New Request', 'Process / Print' (with a blue asterisk), 'Email Media Report File Now', and 'Return'. Below these buttons is a 'Selection Verification' section with a list of checkboxes: 'Report Level' (checked), 'Exb Type', 'Num Awards', 'Num Placings', 'Placing Type', 'Includes', 'Sort Method', and 'Destination'. A blue asterisk is next to the 'Report Level' checkbox. At the bottom, there are two paragraphs of text: 'NOTE: To process multiple reports for different Departments, Divisions, or Classes with the remaining TAB settings the same, click on [Report Level] and select your new level. All other report TAB setting will remain the same.' and 'To process a different report with different TAB settings, click on [New Request] and enter your desired report specifications.'

Figure 1. Media Reports

- The tabs at the top of the screen show the options available for the report. Click the tabs to display each option. The blue *Selection Verification* box shows the options to be selected. The program adds a check box to each item as selections are made. Do not click the check boxes in the verification box.
- Click **Report Level**. It defaults to *Fair*. See Figure 2.

Figure 2. Report Level

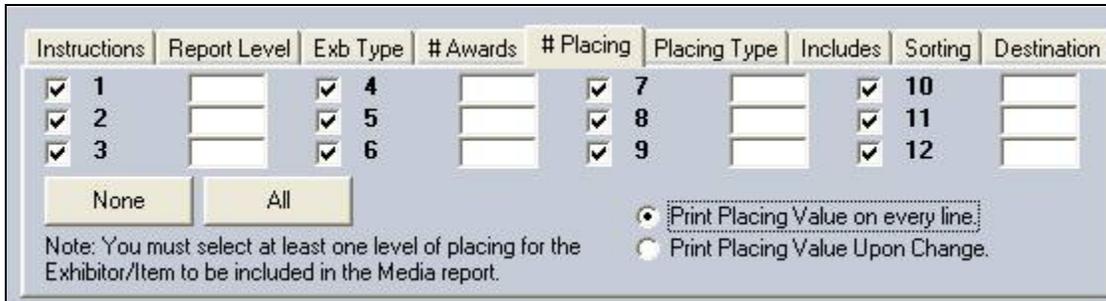
- Click **Exhibitor Type**. Select the radio button for the **exhibitors** to include in the report. See Figure 3.

Figure 3. Exhibitor Type

- Click the **# Awards** tab. Click the **All** button or the **None** button. As an option, check the individual awards, 1 through 4, to include. See Figure 4. After the report is generated, redisplay this section and the number of awards display.

Figure 4. Awards

6. Click the **# Placing** tab. Click the **All** button or the **None** button. As an option, check the individual awards, 1 through 12, to include. See Figure 5. After the report is generated, redisplay this section and the number of placings display.



Instructions	Report Level	Exb Type	# Awards	# Placing	Placing Type	Includes	Sorting	Destination
<input checked="" type="checkbox"/> 1		<input checked="" type="checkbox"/> 4		<input checked="" type="checkbox"/> 7		<input checked="" type="checkbox"/> 10		
<input checked="" type="checkbox"/> 2		<input checked="" type="checkbox"/> 5		<input checked="" type="checkbox"/> 8		<input checked="" type="checkbox"/> 11		
<input checked="" type="checkbox"/> 3		<input checked="" type="checkbox"/> 6		<input checked="" type="checkbox"/> 9		<input checked="" type="checkbox"/> 12		

None All

Print Placing Value on every line.
 Print Placing Value Upon Change.

Note: You must select at least one level of placing for the Exhibitor/Item to be included in the Media report.

Figure 5. Placings

7. Click the **Placing Type** tab. Check any of the boxes for **Placing Number**, **Name Abbreviation**, or **Color Abbreviation**. See Figure 6. This information comes from the ribbon sets.



Instructions Report Level Exb Type # Awards # Placing Placing Type Includes Sorting Destination

Place (1,2,3...12 as stored in Item Record)
 Name Abbreviation
 Color Abbreviation

None All

Figure 6. Placing Type

8. Click the **Includes** tab. Click the **All** button or the **None** button. As an option, select the individual options for the information to be included in the report. See Figure 7.



Instructions Report Level Exb Type # Awards # Placing Placing Type Includes Sorting Destination

Check all additional fields to include in the processed report.

<input type="checkbox"/> Item Number	<input type="checkbox"/> Town	<input type="checkbox"/> State Fair
<input type="checkbox"/> Exhibitor Id	<input type="checkbox"/> County	
<input type="checkbox"/> Age	<input type="checkbox"/> State	
<input type="checkbox"/> Grade	<input checked="" type="checkbox"/> Club	

None All

Note: Many fields are automatically included in the Media report. You do not have to select any of the additional include fields to generate a Media report. Clicking the 'None' button will verify the includes selection.

Figure 7. Includes

- Click the **Sorting** tab. The base sort is on department, division, and class. The report is then sorted on awards and placings. Check the radio button for the **item** to sort on the third level. See Figure 8.

Instructions | Report Level | Exb Type | # Awards | # Placing | Placing Type | Includes | **Sorting** | Destination

Select a secondary sort...

Item Town
 Exhibitor Name Zip
 Club Exhibitor ID

Note: The base sort is Dept / Div / Class, then Awards / Placings

Figure 8. Sorting

- Click the **Destination** tab. See Figure 9. The report can be printed or a file can be created. The options for the file type are an ASCII file, a delimited text file, or an Excel tab delimited file. Check with the newspaper for the format they prefer. When using one of the file options, a file name defaults to Media. This can be changed to a different file name.



When the default file name of Media is used, it will write over the previous file named Media. Use a new file name to prevent this from happening.

Instructions | Report Level | Exb Type | # Awards | # Placing | Placing Type | Includes | Sorting | **Destination**

Select processed report output destination.

Printer Excel Tab delimited File Name:
 Ascii File PDF Preview Media
 Delimited text file

Figure 9. Destination

- Click the **Process/Print** button.
- The file can be e-mailed to the newspaper. Be sure that the e-mail has been setup. See the E-mail Setup tip sheet for more information.

User Definable Report

The user definable report is very similar to the complete fair report. The only difference is the ability to select the report level.

1. Click **Go to > Results > Media Reports > Complete Fair Report.**
2. The tabs at the top of the screen show the options available for the report. Click the tabs to display each option. The blue *Selection Verification* box shows the options to be selected. The program adds a check box to each item as selections are made. Do not click the check boxes in the verification box.
3. Click **Report Level.**
4. Select the radio button for the **desired level.** See Figure 10.

The screenshot displays the 'Report Level' tab of a software application. At the top, there are several tabs: 'Instructions', 'Report Level', 'Exb Type', '# Awards', '# Placing', 'Placing Type', 'Includes', 'Sorting', and 'Destination'. The 'Report Level' tab is active, showing a list of radio buttons for different report levels: 'Fair', 'Department', 'Division' (selected), 'Class', and 'Club'. Two notes are present: one for the 'Division' level stating that the correct department must be selected, and another for the 'Class' level stating that the correct department and then division must be selected. Below this is a 'Select Report Level...' dialog box with a scrollable list of 14 options: J001 BREEDING BEEF, J002 FEEDER CALVES, J003 MARKET BEEF (highlighted), J004 DAIRY CATTLE, J005 DAIRY GOATS, J006 MEAT GOATS, J007 HORSE SHOW - HALTER CLASS, J008 HORSE SHOW - PERFORMANCE, J009 RABBITS, J010 BREEDING SHEEP, J011 MARKET LAMBS, J012 BREEDING SWINE, J013 MARKET SWINE, and J014 WOOL. At the bottom of this dialog are 'None', 'All', and 'Continue' buttons. To the right of the dialog is a 'Selection Verification' box with a blue border and a blue asterisk icon. It contains a list of checkboxes: 'Report Level' (checked), 'Exb Type', 'Num Awards', 'Num Placings', 'Placing Type', 'Includes', 'Sort Method', and 'Destination'. Above this box are buttons for 'New Request', 'Process / Print', 'Email Media Report File Now', and 'Return'. At the bottom of the interface, there is a note: 'NOTE: To process multiple reports for different Departments, Divisions, or Classes with the remaining TAB settings the same, click on [Report Level] and select your new level. All other report TAB setting will remain the same. To process a different report with different TAB settings, click on [New Request] and enter your desired report specifications.'

Figure 10. Report Level for User Defined Results

5. Click **Exhibitor Type**. Select the radio button for the **exhibitors** to include in the report.
6. Click the **# Awards** tab. Click the **All** button or the **None** button. As an option, check the individual awards, 1 through 4, to include. After the report is generated, redisplay this section and the number of awards displays.
7. Click the **# Placing** tab. Click the **All** button or the **None** button. As an option, check the individual awards, 1 through 12, to include. After the report is generated, redisplay this section and the number of placings displays.
8. Click the **Placing Type** tab. Check any of the boxes for **Placing Number**, **Name Abbreviation**, or **Color Abbreviation**. This information comes from the ribbon sets.
9. Click the **Includes** tab. Click the **All** button or the **None** button. As an option, select the individual options for the information to be included in the report.
10. Click the **Sorting** tab. The base sort is on department, division, and class. The report is then sorted on awards and placings. Check the radio button for the **item** to sort on the third level.
11. Click the **Destination** tab. The report can be printed or a file can be created. The options for the file type are an ASCII file, a delimited text file, or an Excel tab delimited file. Check with the newspaper for the format they prefer. When using one of the file options, a file name defaults to Media. This can be changed to a different file name.



When the default file name of Media is used, it will write over the previous file named Media. Use a new file name to prevent this from happening.

12. Click the **Process/Print** button.
13. The file can be e-mailed to the newspaper. Be sure that the e-mail has been setup. See the E-mail Setup tip sheet for more information.

E-Mail Media Report File

The media report file can be e-mailed from within the FairPlus! program. An Internet connection must be available.

1. After creating the medial report file, click the **Email Media Report File Now** button. See Figure 11.
2. The *Subject* field defaults to “Media Report”. The message text includes the wording, “Media report as of MM/DD/YY HH:MM:SS.” Make any desired changes to the subject and the message text.



Click the **Check Message Spelling** button to spell check the message.

Click the **Clear Message Text** button to clear the text shown in the message field.

Figure 11. Email Media Report

3. Click the **Save Current D.M. Email Message** button to save the message text so it can be used again. Click the **Load Last D.M. Email Message** button to load a saved message.
4. The path for the media file is shown in the *Attachment File* field.
5. Highlight the **recipients** in the *Possible Recipients* list. Click the **All** button to send the e-mail to everyone in the list.

6. Click the **Connect/Disconnect** button when using a dialup modem. This button does not become active with a LAN/DSL connection.
7. Click the **Email Now!** Button when it becomes active.
8. A confirmation e-mail message is sent to the user's e-mail account with the subject "Your media report emails have been sent." The message shows which media reports were e-mailed.